



How to Search the Online Catalog Education Resource Center (ERC)

1. Go to the Archdiocese of Dubuque home page: www.arch.pvt.k12.ia.us.
2. Note the gray boxes across the top of the page and move the cursor over the fourth box from the left titled, “**Pastoral Center Offices.**” Hover your mouse over this box and a pop-up menu appears listing the departments alphabetically. Move the cursor to “**Education Resource Center**” and click on this title.
3. The Education Resource Center (ERC) Home Page now opens. (You may want to save this page under your “favorites” for future use.) Scroll down if necessary and click on the **Web Search Catalog** link.
4. Choose a type of media to search (i.e., books, videos, posters, music CDs, games, and so on). For example, to search videos, click on the **Video Catalog** link.

 Please Note: Before clicking on a Catalog you will notice a yellow box with this icon: . Click on “**Click here to see...**” for a listing of all the keywords that can be entered into the web search catalog. (See *Keyword* in Step #5 below.) The listing which opens is very useful when searching for media by topic.

5. A form opens with nine searchable fields. Leaving fields blank will broaden the search, while entering data into the fields will narrow the search. Some tips on using these fields follow:

Title Use this field when the exact title or a phrase from a title is known and to see if it is part of our collection. Partial titles will result in finds. (Entering “Paul apostle” or simply “Paul” will find *Paul the Apostle*.)

Level Use this field to narrow a search to a specific grade level. The codes are **EC** (early childhood: preK-K), **P** (primary: gr. 1-3), **I** (intermediate: gr. 4-6), **J** (junior high: gr. 7-8), **S** (senior high: gr. 9-12), **YA** (young adult), **A** (adult). Leave this field blank when searching media for more than one grade level.

Title Number Leave this field blank unless searching an exact title number assigned by the ERC.


Length in Minutes/Pages Use the EXACT search tips given on the next page to search for media of a specific length, or in a range of lengths. Entering “10...30” in the video catalog will find videos that are ten to thirty minutes. Be aware: A 90-minute DVD may actually contain three individual 30-minute video segments.

Author Use only the author's last name for a more broad search. (Entering “Ray” will find videos by Stephen Ray, but entering “*Steve Ray*” would not find these videos because *Steve* does not match *Stephen*.)

Company Like the author field, using a single word or partial name for the company name will broaden the search. (Entering only “Luke” would find media published by Luke Films, Inc., but entering “Luke Films, Incorporated” would result in no finds because *Incorporated* does not match *Inc.*)

Copyright Use the EXACT search tips given on the next page to find, for example, videos with a copyright date of 2000 or later by entering “>=2000” in this field.

Description Using any one word or a phrase with or without quotes searches annotations written about the media. This field is helpful for searching media by specific topics. (Enter “Rita” to find media on St. Rita. Enter “holy family” in quotes to find media on the holy family. Enter “Mary Immaculate” without the quotation marks to find media about Mary and her Immaculate Conception.)

Keyword This is a great way to search media by topic, but only entering those words that have been predetermined by the ERC will find results. For example, entering “reconciliation” will find results, while entering “confession” in this field will find no results, because “confession” is not one of the over 500 predetermined words chosen by the ERC. (However, entering “confession” in the *Description* field will result in finds.) For a complete listing of the predetermined keywords, see the  *Please Note* section in Step #4 above.

6. As an example, if looking for a short video on Eucharist for second grade students that is current in its theology: In the **Level** choose **p** (primary); in the **Length in Minutes** field, type **<=15**; in the **Copyright** field, type **>=2000**; and in the **Keywords** field, type **eucharist**. Then click on the **Start Search** button in the left column. A table listing records that match this criteria will open.
7. To see a more detailed description of a specific title, click on the number to the left of that item.

**How to Search the Online Catalog
Education Resource Center
Search Tips**

To find values that are	Use this operator	Example
Less than what you type next	<	< 40 finds all the records less than 40
Less than or equal to what you type next	<=	<= 05:00:00 finds all the records less than or equal to five o'clock
Greater than what you type next	>	> 05:00:00 finds all the records after 5:00
Greater than or equal to what you type next	>=	>= Smith finds all the records whose last name is alphabetically after "Smith"
An exact match	= (before criteria)	= Smith finds all the records where the last name is "Smith," but not Smithson
Within the range you specify	... (3 periods)	12:30...17:30 finds all the records between 12:30 and 17:30
Duplicate values	!	! finds all the records that have duplicate values in a field
Today's date	//	// finds all the records that have today's date
Invalid dates or times	?	? finds all the records that have invalid dates or times
One unknown or variable text character	@	@ on finds all the records that have 3 characters and end in "on," such as "Don"
Zero or more unknown or variable text characters	*	* smith * finds all the records that have "smith" in the name, such as "Smithson," "Blacksmith"
Literal text in a field (to find characters that aren't automatically searched, such as ",")	" "	", Ltd. " finds all the records that have ", Ltd."
Empty fields (for example, records of unfilled orders)	=	= finds all the records that have no values

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4. Choose a type of media to search.

Web Search Categories	
Audiocassette Catalog	Media Kit Catalog
Audio Disc Catalog	Music CD Catalog
Book Catalog	Musical Recording Catalog
CD-Rom Catalog	Poster Catalog
Computer Software Catalog	Recommended Textbook Catalog
DVD Catalog	Reference Book Catalog
Game Catalog	Slide Program Catalog
Hispanic Media Catalog	Video Catalog



Click here to see a list of "Keywords" which can be entered into the search catalog.

Click here to see a list of keywords which can be entered here.

5/6. A form opens with nine searchable fields. Below is a sample with data entered.

Table View
Form View
Search
?
Home

Total records: 2553
Sorted

Database: **Video Catalog**

Select search type, enter search criteria, then click **Start search**. [Search tips](#)

Match all words on page (AND) Match any word on page (OR)

Field	Type	Criteria
Title	contains	<input type="text"/>
Level	contains	<input type="text" value="p"/>
Title Number	contains	<input type="text"/>
Length in Minutes	contains	<input type="text" value="<=15"/>
Author	contains	<input type="text"/>
Company	contains	<input type="text"/>
Copyright	contains	<input type="text" value=">=2000"/>
Description	contains	<input type="text"/>
Keywords	contains	<input type="text" value="eucharist"/>


Start search

Clear fields

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6. This table shows results of the search for a short, current video on Eucharist for second grade students.

Table View
Form View
Search
?
⏠



Record range:
 ↩

Total records: 2553
 Search found: 6
 Sorted

Find all

Database: Video Catalog

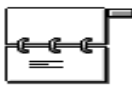
Viewing record range 1-6 of 6

	Title	Level	Length	Copyright	Keywords
1	Close Encounters With The Mass	P,I	13 min.	2002	Mass, Liturgy, Eucharist, Sacramental Preparation, Sacraments, Sacraments Of Initiation, Ritual, Symbols
2	Table Of The Lord, The: Celebrating	P	14 min.	2001	Eucharist, Celebrations, Sacramental Preparation, Sacraments, Sacraments Of Initiation
3	Table Of The Lord, The: Eating	P	14 min.	2001	Eucharist, Last Supper, Sacramental Preparation, Sacraments, Sacraments Of Initiation
4	Table Of The Lord, The: Sharing	P	14 min.	2001	Eucharist, Sharing, Sacramental Preparation, Sacraments, Sacraments Of Initiation
5	Tour Of Our Parish Church, A	P, I, 7	12 min.	2000	Sacramental Preparation, Church, Sacraments, Symbols, Eucharist, Worship
6	Why Do We Go To Mass On Sunday?	P, I	13 min.	2000	Worship, Liturgy, Eucharist, Sacramental Preparation, Faith, Catholicism, Mass

⏶ Top

7. For a more detailed description of a specific title, click on the number to the left of that item. This form opens.

Table View
Form View
Search
?
⏠



Record:
 ↩

Total records: 2553
 Search found: 6
 Sorted

Find all

Database: Video Catalog

Viewing record 1 of 6

Title
Close Encounters With The Mass

Level
P, I

Title Number
12501.1

Length in Minutes
13

Author

Company
Oblate Media

Copyright
2002

Description
 In Close Encounters With The Mass, real-life situations are combined with fantasy and humor to show young people that the Mass truly is relevant and meaningful to them. Along with the rituals, important items like the altar, tabernacle, and ambo are also explained so youngsters will see the celebration in a whole new way!

Keywords
 Mass, Liturgy, Eucharist, Sacramental Preparation, Sacraments, Sacraments Of Initiation, Ritual, Symbols

Topic Catalogs Education Resource Center

To see a specified listing of media with complete annotations, use a topical catalog. These topical catalogs are updated throughout the year, based on client-generated requests. As an example, clients often request a catalog of feature films. Therefore, after creating this catalog, it will be posted online for other interested clients. These catalogs may include a variety of media for a variety of grade levels, or may be specified for a specific type of media or grade level.

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3. The Education Resource Center (ERC) Home Page now opens. (You may want to save this page under your “favorites” for future use.) Scroll down if necessary and click on the **Topical Catalogs** link.
4. To view the full annotations of the media available in the listed catalogs, click on the catalog title. This opens a document of all the selected media including titles, title number, length in minutes / number of pages, audience level (See box below.), type of media code (See box below.), author, copyright, and description for each item.
5. When looking for a topical catalog on a specific subject that is not available online (for example, justice), please call the ERC (563.556.2580 X214), and the ERC staff will create a mini-catalog that can be picked up at the ERC or sent via email or postal mail. These mini-catalogs can also be narrowed to include only a specific media type or grade level.

Code Descriptions

Audience Levels

EC – Early Childhood (pre-K through kindergarten)
P – Primary (grades 1 through 3)
I – Intermediate (grades 4 through 6)
J – Junior High / Middle School (grades 7 through 8)

S – Senior High (grades 9 through 12)
YA – Young Adult (ages 18 to 25)
A – Adult (over 25 years of age)


















Media Types

AC – Audiocassette (talking presentation)
AD – Audio disc (talking presentation)
BK – General book
BR – Reference book
CD – Compact disc (music)
CR – CD-ROM (computer software)
CS – Computer software diskette
DV – DVD


GM – Game
KA – Kit (boxed multimedia resource)
MR – Musical recording (music cassette)
PO – Poster
RT – Recommended textbook
SL – Slide program
VC – Videocassette
VS – Hispanic video

Topic Catalogs
Education Resource Center


4/5. To view the full annotations of the media available in the listed catalogs, click on the catalog title.

Topic Catalogs	
International Day of Peace (Pre-12) 	Advent/Christmas Media 
Saints Multimedia (K-12) 	Fall Holidays Media 
Scripture Multimedia (Pre-12) 	Feature Film Media 
Scripture Resources (Pre-5) 	Lent, Easter, Pentecost Media 
Scripture Resources (6-8) 	Respect Life Media 
Scripture Resources (9-12) 	Rosary Media 
	Sacrament of Baptism Media 
	Sacrament of Confirmation Media 
	Sacrament of Eucharist Media 
	Sacrament of Reconciliation Media 
	Stewardship Media 

5/6. A topic catalog will show multiple pages of media with descriptions like those shown below.



Education Resource Center



Rosary Media

Best Of Little Children, The

30002
150 min. EC, P
DV
CCC of America 2002

This DVD features Broadway and Hollywood actress Jennifer Naimo and includes a behind-the-scenes documentary, a director's narration, and the following features: *Rosary For Little Children*—a lively chorus of children in a heartfelt journey to Jesus. Led by a heavenly visitor children will learn how to pray the rosary for their families, the Church and children with special needs. Original music and exciting visuals keep the little ones' attention. *Prayers for Little Children*—invites children into a prayer room for a closer relationship with God, meeting saints and colorful friends. Prayers included: The Lord's Prayer; The Guardian Angel Prayer; The Prayer of Divine Mercy; A Priestly Blessing; Hail Mary; The Angelus; The Prayer of St. Patrick, and Daniel Chapter 3. Also includes animated encounters with St. Francis of Assisi, St. Bernadette and St. Patrick. *A Sing-A-Long for Little Children*—a musical journey through the life of Jesus.

Close Encounters With Mary And The Rosary

12703.1
13 min. I, J
VC
Oblate Media 2004

During a classroom exercise wherein Rev. Brendan guides young students in making a rosary out of string and beads, young Alex finds he just doesn't get what the rosary is all about. Luckily for him, our helpful angel appears to clear things up.

Make It And Pray It: The Rosary Kit - Gift Edition

200472
110 pp. I, J, S
BK Murray, Patricia
St. Mary's Press Christian Brothers Publications 2005

This book can help young people explore and understand the rosary as an ancient prayer form relevant for their lives today. An easy-to-understand historical and cultural context for using prayer beads is provided along with a map of Palestine marked with the sites of the mysteries; background, application, and reflection questions for each mystery; explanations of the different prayers of the rosary; instructions for making a knotted-cord rosary, a rosary bracelet, and a rosary questions and answers about the rosary, prayer, and God; suggested optional mysteries to use for Advent, Christmas, Lent, Holy Week, as well as on the day of teachings, healings, judgment and forgiveness, conversion, discipleship, Jesus on conflict, and women; and a glossary of terms. (Included craft supplies in the Gift Edition are for display only and not for use by Resource Center clients. Please purchase your own craft supplies at any local craft supply dealer.)

Rosary Wall Chart

01104
P, I
PO
Ascension Press 2004

The Rosary Wall Chart illustrates the *Joyful Mysteries*, *Luminous Mysteries*, *Sorrowful Mysteries*, and the *Glorious Mysteries*. Step-by-step guide on how to pray the Rosary and reproducible prayer pages are included.